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Executive Registry  
6-2273

No Change In Class

Declassified

Class. Changed To: TS S C

Auth.: HR 70-2

Date: 12-1954

By: 33

4 November 1954

MEMORANDUM FOR: Deputy Director (Administration) (Info) - 2  
General Counsel - 1  
Comptroller (Info) - 3  
Deputy Director (Intelligence) - 10  
Deputy Director (Plans) - 15  
Assistant Director for Communications - 3  
Assistant Director for Personnel (Info) - 5  
Director of Training - 3  
Inspector General - 1  
Special Assistant to DCI for Planning and Coordination - 1  
Director of Security - 6

25X1A SUBJECTS: (1) Proposed CHANGE 1 to [REDACTED] General Separation Actions  
25X1A (2) Proposed CHANGE 2 to [REDACTED] Guide to the Preparation  
and Processing of Standard Form 52.  
(Jobs #811 and 812 - TT)

1. Subject CHANGES are submitted for comment and concurrence.
2. The subject issuances are designed to expedite (1) final payroll processing for employees leaving the Agency and (2) the processing of reassignment actions requiring concurrence of the Security Office. These changes are directed toward general improvement of procedures and are being proposed with the concurrence of the principal administrative support components concerned.
  - a. The proposed CHANGE to paragraph 7a(1), [REDACTED] is designed to 25X1A accelerate payroll processing for employees being separated from the Agency. 25X1A
  - b. The proposed CHANGE to footnote 1 of Table I, Appendix 2, [REDACTED] has been worked out in cooperation with the Security Office and is designed to facilitate processing of reassignments between components which require Security Office clearance. The proposed CHANGE to footnote 3 is required 25X1A to reflect the proposed amendment of [REDACTED] noted above.
3. These issuances were initiated by the Office of Personnel and any 25X1A9a questions regarding them may be referred to [REDACTED] Office of Personnel, extension 3831.
4. Please indicate your concurrence and comments on the appropriate Concurrence Sheet attached and submit to this Staff by 30 November 1954. 25X1A9a

[REDACTED]  
Chief, Regulations Control Staff

25X1A

TO: REGULATIONS CONTROL STAFF, [REDACTED] Room 126

CONCURRENCE SHEET

25X1A PROPOSED ISSUANCE: CHANGE 1 to [REDACTED] General Separation Actions  
Draft dated 4 November 1954

CONCUR:

(a) Substance

25X1A9a



Office  
NOV 5 - 1954

\_\_\_\_\_  
Date

COMMENT

*None*

25X1A8a

[REDACTED]  
Due: 30 November 1954

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25X1A

CHANGE 1

REGULATION

25X1A

PERSONNEL

1954

GENERAL SEPARATION ACTIONS

7. PROCESSING INSTRUCTIONS

a. INITIATION OF SEPARATION ACTION

(1) Request for Personnel Action, Standard Form 52, will be prepared by the appropriate operating office to initiate resignation or separation actions (to accept other Federal employment) and will be transmitted to the Office of Personnel through established channels, to arrive at least two weeks prior to the requested effective date. One copy of SF-52 will be forwarded directly to the appropriate payroll branch of the Office of the Comptroller by the initiating office at the time of preparation. The initiating office is responsible for notifying the Office of Personnel of any subsequent change in the requested effective date.

DISTRIBUTION: AB

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